

## Message Text

PAGE 01 STATE 166962

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ORIGIN OPR-02

INFO OCT-01 EUR-12 ISO-00 SS-15 NSC-05 SSO-00 NSCE-00 /035 R

DRAFTED BY A/O:CANGULO:EDD

APPROVED BY A/O:LRHUNT

WH - BCAVANEY

WH - WGULLEY

NSC - RGATES

S - JBREMER (SUB)

S/S-O: MMTANNER

DESIRED DISTRIBUTION

NO-DISTRIBUTION-OUTSIDE OF A/O; EUR; S; S/S; AND WHITE HOUSE

FOR ADVANCE OFFICE AND NORMAL EUROPEAN TRIP DISTRIBUTION

----- 069065

O 160240Z JUL 75 ZFF4

FM SECSTATE WASHDC

TO AMEMBASSY HELSINKI NIACT IMMEDIATE

C O N F I D E N T I A L STATE 166962

E.O. 11652: GDS

TAGS: OVIP (FORD, GERALD)

SUBJECT: PRESIDENTIAL TRAVEL - PREADVANCE TEAM

1. PREADVANCE TEAM TO DEPART ANDREWS AFB WASHINGTON ON 16 JULY 1975 AT 1400 EDT. SCHEDULED TO ARRIVE HELSINKI ON 17 JULY 1975 AT 0600 (LOCAL TIME) ABOARD VC 137 (TAIL NO. 26971). FUEL STOP AT MILDENHALL AFB ON 17 JULY AT 0144 (LOCAL TIME).

2. TEAM TO BE HEADED BY MR. BYRON "RED" CAVANEY, DIRECTOR OF THE ADVANCE OFFICE. THE MANIFEST IS AS FOLLOWS:

1. RED CAVANEY - DIRECTOR OF THE ADVANCE OFFICE
  2. CAPTAIN LELAND S. KOLLMORGEN (USN) - MILITARY ASSISTANT TO THE PRESIDENT
  3. WARREN RUSTAND - DIRECTOR OF THE SCHEDULING OFFICE
- CONFIDENTIAL

PAGE 02 STATE 166962

4. RAY HUNT - DEPUTY ASSISTANT SECRETARY OF STATE FOR OPERATIONS

5. FRANK URSOMARSO - WHITE HOUSE ADVANCE REPRESENTATIVE

6. RICHARD KEISER - SPECIAL AGENT IN CHARGE, PRESIDENTIAL

PROTECTIVE DIVISION, USSS

7. BRIGADIER GENERAL LARRY ADAMS (USA) - COMMANDING OFFICER,  
WHITE HOUSE COMMUNICATIONS AGENCY

8. ROBERT GATES - STAFF MEMBER, NATIONAL SECURITY COUNCIL

9. ERIC ROSENBERGER - WHITE HOUSE PRESS OFFICE

10. MILTON FRIEDMAN - WHITE HOUSE SPEECHWRITER

11. JERRY BALL - SECRET SERVICE AGENT IN CHARGE OF SECURITY

12. RON THOMSEN - WHITE HOUSE COMMUNICATIONS AGENCY

13. HARVEY BUFFALO - STATE DEPARTMENT REPRESENTATIVE

14. ROBERT MEAD - WHITE HOUSE TELEVISION COORDINATOR

15. DR. JOHN MAHONEY - WHITE HOUSE PHYSICIAN

16. RONALD JACKSON - WHITE HOUSE FOOD COORDINATOR

17. MAJOR HAROLD REYNOLDS - AIR FORCE ONE REPRESENTATIVE

18. ROBERT MANNING - WHITE HOUSE TRANSPORTATION OFFICE

19. BARBARA BESEDNIK - WHITE HOUSE SOCIAL OFFICE

20. PATTI MATSON - WHITE HOUSE PRESS OFFICE (MRS. FORD)

21. JEANNE QUINLAN - WHITE HOUSE SECRETARY

22. MARYLOU SHEILS - STATE DEPARTMENT PROTOCOL OFFICE

23. HERB OLDENBERG - MILITARY ASSISTANT'S OFFICE

24. DON MURRAY - MILITARY ASSISTANT'S OFFICE

25. PETER SORUM - WHITE HOUSE ADVANCE OFFICE

26. MARY FISHER - WHITE HOUSE ADVANCE OFFICE

27. BOB GALLAGHER - WHITE HOUSE ADVANCE OFFICE

28. JIM REMINGTON - WHITE HOUSE ADVANCE OFFICE

29. JOHN GILDEA - WHITE HOUSE ADVANCE REPRESENTATIVE

30. HOMER LUTHER - WHITE HOUSE ADVANCE REPRESENTATIVE

31. ROBERT COUGHEY - UNITED STATES SECRET SERVICE

32. ROBERT HORAN - UNITED STATES SECRET SERVICE

33. KEN PAKULA - WHITE HOUSE COMMUNICATIONS AGENCY

34. CHUCK JOHNSTON - WHITE HOUSE COMMUNICATIONS AGENCY

35. JIM WALSH - STATE DEPARTMENT REPRESENTATIVE

36. JOHN THOMPSON - STATE DEPARTMENT REPRESENTATIVE

37. JOHN BAY - UNITED STATES SECRET SERVICE

38. JOY CHILES - WHITE HOUSE PRESS OFFICE SECRETARY

39. PAUL BENSON - AT&T

40. ED GRUNBERG - RCA

CONFIDENTIAL

PAGE 03 STATE 166962

41. FRANK JORDAN - NBC POOL COORDINATOR

3. TOTAL 41 PLUS CREW. SINGLE ROOMS PREFERRED FOR FIRST

10 INCLUSIVE LISTED ABOVE PLUS PRESS. BALANCE OF PARTY

CAN BE DOUBLED. FURTHER HOTEL REQUIREMENTS FOR ADVANCE,

TO ARRIVE LATER IN MONTH, AND ACTUAL VISIT WILL BE RE-

VIEWED BY PREADVANCE.

4. TRANSPORTATION REQUIREMENTS DURING THE STOP: PLEASE

MAKE AVAILABLE THREE CARS FOR PRINCIPALS OF PREADVANCE

PARTY, CARS TO BE ASSIGNED UPON ARRIVAL. ALL OTHER MEMBERS

OF PREADVANCE TEAM CAN BE ACCOMMODATED AS BEST SUITS THE

POST, EITHER CARS OR BUSES.

5. THE AIR FORCE WILL CONTACT THE DEFENSE ATTACHE REGARD-  
ING BILLETING AND TRANSPORTATION FOR AIR CREW IN ADDITION

TO THE NORMAL REQUEST FOR OVERFLIGHT CLEARANCES AND SERVICE  
FOR SPECIAL AIRCRAFT INCLUDING:

- A. BOARDING STAIRS FOR BOEING 707
- B. TYPE A-1 JET FUEL
- C. MD-3 POWER CART OR EQUIVALENT

FYI: CREW WILL        REQUIRE EIGHT DOUBLES AND ONE  
SINGLES.

6. BAGGAGE: MR. HERBERT OLDENBERG WILL BE RESPONSIBLE FOR  
BAGGAGE. PLEASE ASSIGN EMBOFF TO MEET AND ASSIST. WILL  
REQUIRE A 1 1/2 TON TRUCK WITH HANG UP BAR. ALSO, IF  
POSSIBLE, PLEASE PROVIDE IN ADVANCE ROOM NUMBERS ASSIGNED  
PARTY SO THAT BAGGAGE CAN BE MARKED PRIOR TO ARRIVAL.

7. PREADVANCE PARTY MEMBER DO NOT HAVE VISAS. REQUEST  
HOST COUNTRY WAIVE VISA REQUIREMENTS FOR ALL MEMBERS OF  
PREADVANCE PARTY. ALL PASSPORTS WILL BE CARRIED BY RAY  
HUNT.

8. THE LEADERS OF THE PREADVANCE TEAM  
WOULD LIKE TO HAVE A BRIEF PRIVATE MEETING WITH PRINCIPAL  
OFFICER AND DCM IMMEDIATELY AFTER ARRIVAL FOR THE PURPOSE  
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PAGE 04 STATE 166962

OF BRIEFING THE AMBASSADOR ON THE MISSION AND GOALS OF THE  
PREADVANCE AND TO ANSWER ANY QUESTIONS WHICH THE POST MAY  
HAVE.

9. IMMEDIATELY FOLLOWING THIS DISCUSSION, THE PREADVANCE  
TEAM WOULD LIKE TO MEET WITH DESIGNATED MISSION COUNTER-  
PARTS. THE MEETING SHOULD BE KEPT FAIRLY SMALL WITH PER-  
HAPS ONE OR MORE PERSONS FROM EACH OF THE FOLLOWING MISSION  
AREAS IN ATTENDANCE: PRESS, COMMUNICATIONS, SECURITY,  
PROTOCOL, MEDICAL AND LOGISTICS/ADMIN.

10. FOLLOWING THIS GENERAL MEETING THE PREADVANCE TEAM  
MEMBERS WOULD LIKE TO BREAK INTO COUNTERPART GROUPS TO  
DISCUSS SPECIFIC REQUIREMENTS AND TO BE BRIEFED ON LOCAL  
SITUATION REGARDING THEIR SPECIALITIES BY MISSION OFFICERS.

11. FOLLOWING THE ABOVE STEPS, THE PREADVANCE TEAM WOULD  
LIKE TO MEET WITH HOST GOVERNMENT AND CONFERENCE OFFICIALS.  
WE BELIEVE IT BEST TO MEET FIRST WITH OFFICIALS WHO HAVE  
OVERALL RESPONSIBILITY FOR PRESIDENT'S VISIT AND FOR  
SUMMIT CONFERENCE ARRANGEMENTS. AFTER THIS SESSION, IT  
WOULD BE DESIRABLE FOR THE TEAM AND MISSION COUNTERPARTS

TO MEET WITH THEIR HOST GOVERNMENT AND CONFERENCE COUNTER-PARTS, AT THE WORKING LEVEL, AS A GROUP.

12. THE MEETINGS WITH HOST GOVERNMENT AND CONFERENCE OFFICIALS SHOULD NOT BE FIRMED UP UNTIL AFTER ARRIVAL OF PREADVANCE TEAM.

13. WHEN ABOVE SESSIONS HAVE BEEN COMPLETED, MEMBERS OF PREADVANCE TEAM WOULD LIKE TO TOUR ALL SITES INCLUDING MEETING SITES WHICH MIGHT INVOLVE THE PRESIDENT AS WELL AS POINTS OF INTEREST MRS. FORD MIGHT VISIT IF SHE PARTICIPATES.

14. THE TEAM WOULD ALSO APPRECIATE RECEIVING UPON ARRIVAL MAPS OF THE CITY WITH PLACES PERTINENT TO THE VISIT CLEARLY MARKED, BIOGRAPHIC SKETCHES WITH PHOTOGRAPHS, IF AVAILABLE, OF HOST COUNTRY COUNTERPARTS AND OTHER INFORMATION GENERALLY CONTAINED IN A TYPICAL "WELCOME KIT". WE PARTICULARLY WOULD APPRECIATE A DO'S AND DON'TS LIST.  
CONFIDENTIAL

PAGE 05 STATE 166962

15. CONTROL ROOM: PLEASE ESTABLISH A CONTROL ROOM AT THE HOTEL IN VICINITY OF PREADVANCE TEAM. WE WILL REQUIRE MARINE SECURITY GUARD OR CLEARED EMBASSY EMPLOYEE TO PROVIDE PROTECTIVE COVERAGE CLASSIFIED MATERIAL DURING ENTIRE STOP. ACCOMMODATION EXCHANGE, TYPICAL WELCOME KIT INFORMATION, A SMALL SUPPLY OF SUNDRIES, AND TRANSFORMERS (IF NEEDED), ETC. WOULD BE HELPFUL. ALSO TYPEWRITERS, OFFICE SUPPLIES AND SECRETARIAL STAFFING SHOULD BE PROVIDED AND AVAILABLE INTO THE EVENING. IF FEASIBLE, PLEASE PROVIDE A SMALL XEROX MACHINE.

16. IT WOULD BE OF ASSISTANCE FOR TEAM TO HAVE FLOOR PLANS OF HOTELS OR OTHER PLACES PRESIDENTIAL PARTY MIGHT BE ACCOMMODATED FOR REVIEW DURING THE PREADVANCE. ALSO PLANS OF POSSIBLE SITES AS WELL AS HISTORICAL AND COLOR BACKGROUND ON THE SITES FOR BACKGROUND BOOKS.

17. ALL MESSAGES CONCERNING SCHEDULE OR OTHER ADMINISTRATIVE MATTERS SHOULD BE ADDRESSED TO DEPARTMENT SLUGGED FOR A/O; TO THE WHITE HOUSE FOR ADVANCE OFFICE AND NORMAL EUROPEAN TRIP DISTRIBUTION; AND TO APPROPRIATE ENROUTE POSTS, SLUGGED FOR ADVANCE TEAM, WITH INFO TO OTHER STOPS. 15 COPIES OF ALL VISIT RELATED TRAFFIC SHOULD BE AVAILABLE TO PREADVANCE ON ARRIVAL IN THE CONTROL ROOM.

18. FUNDING: THE STATE REPRESENTATIVE WILL PROVIDE INSTRUCTIONS REGARDING ALL FUNDING TO ADMINISTRATIVE OFFICER AFTER ARRIVAL.

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<< END OF DOCUMENT >>

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